



# PUBLIC NOTICE

Federal Communications Commission  
445 12<sup>th</sup> St., S.W.  
Washington, D.C. 20554

News Media Information 202 / 418-0500  
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**REMINDER**  
FILING LOCATIONS FOR PAPER DOCUMENTS  
**AND**  
INSTRUCTIONS FOR MAILING ELECTRONIC MEDIA

In December 2001, the Commission announced new filing locations for paper documents. This is to remind you that those filing locations, as outlined in the table below, continue to be in effect. In addition, we have added to the table specific guidelines for filing electronic media.

Over the past several months the Commission has experienced an increase in the receipt of **electronic media**, e.g. diskettes, CDs, tapes, etc., sent to the agency via the United States Postal Service (USPS).

The USPS requires all First Class, Priority, and Express Mail addressed to Federal agencies with zip codes beginning with 202 thru 205 (which includes the FCC Headquarters at 445 12<sup>th</sup> Street, SW) to be irradiated (cleaned) prior to delivery. Because the irradiation process can have an adverse affect on certain items, including **electronic media**, the Commission now provides guidance on the filing of electronic media.

<b>If you are sending this type of document and using this delivery method...</b>	<b>It should be addressed for delivery to....</b>
Hand-delivered or messenger-delivered paper filings or <b>electronic media</b> for the Commission's Secretary.  <u>Note:</u> To receive an official "Office of the Secretary" date stamp, documents must be addressed to Marlene H. Dortch, Secretary, Federal Communications Commission.	236 Massachusetts Avenue, NE Suite 110 Washington, DC 20002 (8:00 a.m. to 7:00 p.m.)
Other messenger-delivered documents, including documents and <b>electronic media</b> sent by overnight mail (other than United States Postal Service Express Mail and Priority Mail)	9300 East Hampton Drive, Capitol Heights, MD 20743 (8:00 a.m. to 5:30 p.m.)
United States Postal Service first-class mail, Express Mail, and Priority Mail ( <b>The Commission advises that electronic media NOT be sent through USPS.</b> )	445 12 <sup>th</sup> Street, SW Washington, DC 20554

**FAX NUMBER FOR GENERAL CORRESPONDENCE.** We would also like to remind you that general correspondence can be faxed to the Commission, such as inquiries about the Commission's activities, status inquiries, fee-related questions, and any other correspondence that is not an official filing addressed to the Commission's Secretary.

You may fax correspondence to the Commission at (202) 418-0188. If possible, please include the following information in the addressee block of the correspondence.

- The Commission's full name and address (445 12<sup>th</sup> Street, SW, Washington, DC 20554)
- The name of the Commission Bureau or Office to which the correspondence is directed
- The name and room number of the FCC staff person to whom the correspondence is directed

As noted above, this fax number for general correspondence cannot be used for official filings addressed to the Commission's Secretary.

For additional information on contacting the Commission, go to <http://www.fcc.gov/contacts.html>.

Please address any questions about this Public Notice to Ginger Weasenforth, [ginger.weasenforth@fcc.gov](mailto:ginger.weasenforth@fcc.gov) or Harold Hardy at [harold.hardy@fcc.gov](mailto:harold.hardy@fcc.gov) or at (202) 418-0330.